# DELTA COLLEGE STUDENT REQUEST TO FUNDRAISE – Student Clubs and Class Projects

Date submitted to Student & Civic Engagement office: _____

Name of student club/organization or class planning the event or fundraiser:

_____

Name of fundraiser: _____

Primary student contact: _____ Student's phone number: _____

Advisor's name: _____ Advisor's phone & office number: _____

Proceeds of this event are intended to support: _____
☐ A Delta College program/project          ☐ A Delta College student club/organization or Athletic team
☐ An external non-profit organization not directly benefiting Delta College     <u>(Proceeds CANNOT benefit individuals)</u>

Please provide a description of the fundraiser:

What is the purpose of raising funds?  What will the money be used to support?

Event Date and Time:     (Beginning)_____/ (Ending) _____

Location of fundraiser:  ☐  External (Off campus project)       ☐  Internal (On campus project)

***NOTE: Internal fundraisers must be submitted <u>2 weeks</u> prior to the event. Off campus fundraising requests must be submitted <u>2 months</u> prior to soliciting external businesses.  Requests not meeting these guidelines cannot be approved. Submit form to the Student & Civic Engagement office, A-003.***

On-campus Location Desired _____ Number Tables / Chairs _____ Cash Box _____

***NOTE: Internal location of tables/chairs will be outside the E-Wing.  Sales of items for fundraising purposes are not permitted outside of this set area including, but not limited-to, classrooms, offices, etc.***

Has this type of fundraiser or event been held in the past?  If yes, how much was raised (net)?

What type of advertising is planned for this event or fundraiser?

Who will be involved in this event or fundraiser (students, faculty, advisors, coaches, etc.)?

(Signatures required – please see next page for details)

***I have reviewed the project being proposed:***

1.  Primary student contact's signature: _____

2.  Faculty/Staff advisor's or instructor's signature: _____

3.  Student & Civic Engagement staff's signature: _____  _____  _____

    > OPTIONAL:  List of donors you plan to solicit for this
    > event? *(List below the specific names of business*

4.  Foundation Office signature (only if needed): _____

_____

_____

_____

_____

_____

_____

*It is the policy of Delta College not to discriminate on the basis of race, color, religion, sex, age, national origin or handicap*
*in its educational programs, activities or employment.*

| *For Staff Use Only* |
| --- |
| ☐  Request Approved          ☐  Request Denied          Date: _____ |
| Reason denied: _____ |
| _____ |
| _____ |